

Attendance Policy

At an early age, continuity and consistency are important contributors to a child's well-being and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

Our Aim is to

To promote good attendance and set good habits in preparation for school.

We strive to:

- To create a culture where good attendance is valued and normalised.
- To value the individual child and their family.
- To be socially and educationally inclusive.

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available

Studies show that children who regularly attend Preschool and Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend.

[Sylva et al., 2004, 2014; Melhuish et al., 2015; Leher et al., 2016](#)

Children with good early years attendance also perform better than their peers at the end of Reception. This means that a lack of attendance could affect your child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to the Early Years Foundation Stage Curriculum

FEEE funding

It is a requirement that providers that claim FEEE funding record the attendance of all children who are in receipt of the funding.

If a child is absent from the setting parents must inform the setting immediately and sign a non-attendance log on their child's return.

The manager must inform the FEEE funding team if a child is absent long term and the funding will not be paid for that child. The provider will then claim the equivalent amount of money from the parents.

Procedure

If a child is absent without an explanation for a day. The manager or deputy will contact parents to ascertain the reason for the absence.

Children should be at their setting for the days they attend unless the reason for their absence is unavoidable. Parents are expected to inform the setting of an absence by phone call or WhatsApp message

Young children can sometimes be reluctant to attend Early Years provision. This could be because they are tired or just want to stay at home with their parents. However, it is always better to support your child's well-being by reminding them that they will have a great time with their friends, playing and learning. Cooperation and communication between home and nursery is the best way to support a child's well-being needs.

Supporting Families

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between you and your key person. The Early Years setting will collaborate with you to support your child's good attendance and punctuality. Where children's attendance is not improving, the setting will talk to you about the available support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

Safeguarding

We all have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding issue. From October 2025 if a child has long term or frequent

unexplained absences the manager will contact both parents and then the emergency contact to determine where the child is and why they are not attending. The manager may also contact other family or friends on the collection form.


If the manager cannot get a response, she will follow the Safeguarding policy and make a referral to children's social care services.

Transition

If you decide to move your child to another setting, then please inform us so that we can send records to the next setting to ensure a smooth transition and we can take them off our register and if relevant inform the FEEE funding team.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 9th May 2025

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2026